

Contemporary Dance Department



CONCORDIA UNIVERSITY

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Student Handbook 2000-2001

FULL-TIME FACULTY and their teaching loads

Michael MONTANARO, Assistant Professor, Acting Chair

DANC 320 (fall) DANC 400 (winter)

Silvy Panet-Raymond, Associate Professor

DANC 300 DANC 420 (fall)

DANC 420 (winter)

SUPPORT STAFF

HILARY SCUFFELL is the Department's *Administrative Assistant*. Office hours are posted on the door. Please observe this schedule so that Hilary can help you during those times and be able to work without interruptions at other times.

PART-TIME FACULTY

see web-page for short resumes

Jacques BROCHU Danc 200 F / Danc 398A W

Florence FIGOLS Danc 400 F / Danc 300 W

Maxine HEPPNER Danc 200 W

Eva KYZRIDES Danc 211 W

Sandra LAPIERRE Danc 410 W

Marie-Stéphane LEDOUX Danc 200 F / Danc 398A W

Laurence LEMIEUX Danc 410 F / Danc 210 W

Pamela NEWELL Danc 310 W

John PLANT Danc 230 F & W

Isabelle POIRIER Danc 210 W

Suzanne TREPANIER Danc 310 F

Isabelle van GRIMDE Danc 320 W

NOTE: ALL ABOVE CLASSES ARE HELD IN THE LOYOLA STUDIOS

WELCOME!

To all students: new, and those continuing their studies here. This student' handbook will help make life more manageable with information on how the Department functions. We hope you enjoy your year.



I.D. CARDS

If you haven't already done so, we advise you to pick up your ID card at the Registrar's office during this first week of classes when service is daily. You need it to board the shuttle bus, use the library, access studios after hours, get cheap student tickets to shows, travel, etc.

PROOF OF REGISTRATION

It is recommended that for the first couple of weeks of classes you carry your contract as proof of registration. You may need it to get into classes.

LATE REGISTRATION / COURSE CHANGE / WITHDRAWALS

Check the bulletin board and your undergraduate calendar for dates and regulations. You are responsible for any modification and must contact CARL within deadlines. Not attending classes does not constitute a withdrawal, even if you tell the teacher.

FEES PAYMENT

50% of fees for the Fall/Winter Semesters is due September 19, 2000 and the full balance by January 18, 2001, payable at Student Accounts H541.

WHERE ARE YOU?

Avoid missing deadlines, messages and important mail. Should you move or change phone numbers, you must advise the Students' Accounts Office, the Student Records Office and, of course, Hilary in our office.

WHERE ARE WE?

Office: telephone: 848-4740 fax: 848-4525
student lounge: 848-7448



Email: codance@vax2.concordia.ca Web page: <http://dance.concordia.ca>

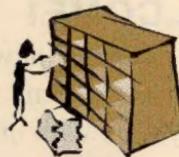
NO SMOKING POLICY

There's a University-wide no smoking policy. If you must smoke, do it outside. **Please respect the environment and keep it butt-free.**



LOCKERS

Each student is requested to claim a locker adjacent to the studios on the 3rd floor. Use the sign-up sheet and labels during the first week of classes.



It is very important that all students claim a locker. Using your own lock, it provides you with a safe storage space, and also gives everyone a reliable place to leave mail and messages. Occupied but unidentified (unregistered) lockers will be emptied after due notice. One week after the April Open House all lockers must be emptied and all locks removed from them.

STUDIOS

In addition to tutorials and labs, students may reserve studio time. At the beginning of each term, use the studio registration form, filling it out carefully and clearly, and by the deadline. Studio allocations will be posted on the notice board. After-hours use of dance studios at both Loyola and the Sir George campus are arranged through the office. All registered students' names and I.D. numbers are forwarded to the Security Department in order to ensure you access to dance studio space. You must present your I.D. card to security to get keys to the buildings. You must return all keys as soon as you are finished so that the next person can use the space. Do not take these keys home.

Please: No street shoes, no food, no drinks and no cigarettes in the studios.

HOUSEKEEPING

There are many of us sharing close quarters. Keep all areas free of garbage. Keep the student lounge clean. Wash your dishes. Respect all property.

SAFETY IN THE STUDIOS

At all times outside of office hours the entrance doors at both ends of the 3rd floor in the TJ (Loyola) Building must be locked to ensure your safety. Prowlers have been known to enter this building and wander unheeded. If you arrive at the studios and the doors are locked, there is a bell by the doors.

A phone is available in TJ locker-room/lounge (848-7448). Dial 9 for local calls.

Please apply the same safety precautions at GY Annex. The hallway phone for your security is for internal calls only – dial in #7894 – security out #3717.

OBJECTS / VALUABLES

Props should not be left in the studios. They crowd your working space in class. Please remove them after rehearsals. The department is not responsible for damage or loss of props or other property, so take care of your valuable objects and your personal belongings. Never leave them in an unlocked locker.

Important Numbers

Production Calendar

DANCE PERFORMANCE 2000

Studio 303

MONDAY	TUESDAY	WEDNESDAY	THU
		NOVEMBER 15th Our Studios FIRST VIEWING 9:00-13:00	
		NOVEMBER 29th Our Studios SECOND VIEWING With Technician / Designer 9:00 - 13:30	
DECEMBER 4th 13:00 – 16:00 Cue to Cue PROGRAM “A” 16:00 – 17:00 Tech Run PROGRAM “A”	DECEMBER 5th 13:00 – 16:00 Cue to Cue PROGRAM “B” 16:00 – 17:00 Tech Run PROGRAM “B”	DECEMBER 6th 13:00 – 16:00 Cue to Cue PROGRAM “C” 16:00 – 17:00 Tech Run PROGRAM “C”	DEC 13:0 I REF A

URSDAY	FRIDAY	SATURDAY	SUNDAY
			DECEMBER 3rd HANG AND FOCUS
EMBER 7th 00 - 17:00 DRESS HEARSAL A - B - C	DECEMBER 8th SHOW 17:00 Studio 303 open 17:30 - 18:30 Warm-up 18:30 - 19:00 Dancers use space (by request) 19:00 - 19:45 Prep. of theatre 20:00 - 23:00 Show	DECEMBER 9th SHOW 17:00 Studio 303 open 17:30 - 18:30 Warm-up 18:30 - 19:00 Dancers use space (by request) 19:00 - 19:30 Prep. of theatre 19:30 - Doors to theatre open	DECEMBER 10th SHOW 12:00 Studio 303 open 13:00 - 13:30 Dancers use space (by request) 13:30 - 14:00 Prep. of theatre 14:00 Doors to theatre open 14:30 - 16:30 <u>Show</u>

NOTES

APPOINTMENTS AND TUTORIALS

To make appointments with faculty members, either speak to them after class or leave messages for them in the office. Messages should include the instructor's name, your name, your telephone number, and several designated times when you will be at that number to receive a call.

Tutorials are required in some courses to provide necessary one-on-one contact. They must not be missed.

ATTENDANCE

Being in class and using studio time makes success in coursework most likely.

NOTE RE: ABSENCES Maximum absences allowed per semester:

6 hour/week studio - 6 classes (DANC 210, 310, 410)

4 hour/week studio - 4 classes (DANC 200, 300, 400/3)

4 hour/week lecture - 4 classes (DANC 230/3)

3 hour/week lecture - 2 classes (DANC 211/4)

Although the teachers are not present during labs, it is your responsibility to be present and do your own work or to fulfill assignments, as these lab times are meant for the development of class projects.

Absence due to illness must be proven by presentation of a doctor's certificate. If a doctor's certificate is needed for a period equivalent to half a semester, you will be requested to withdraw officially from the course or courses.

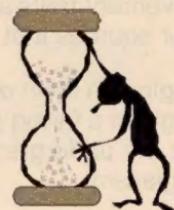
Please advise Michael Montanaro in person or in writing, if you are planning to withdraw from one course, several courses or the program.

The University respects all religious holidays. Teachers who have been informed of a student's religious obligations will not mark you absent.

Students should not make personal commitments during the full period of OPEN HOUSE rehearsals and performances in December and April, nor during EXAMINATIONS until after the FINAL Examination Timetable is posted. If there are exam/performance conflicts, a letter can be obtained from our office to arrange to write exams at another time. No special arrangements will be made in the event of personal time conflicts.

PUNCTUALITY

Students must be in the studio before the teacher begins the class. If late, you may be refused entry into the classroom and you may be marked absent.



GRADE NOTIFICATION

Student grades are available by computer (CARL), at the Office of the Registrar, the Student Accounts Office, the Hall Building and the Library Building.

OUTSIDE' EYES

Learn to discern who gives constructive feedback and say "no thank you" to those who offer advice but haven't enough experience to understand your process. Before recruiting another student as an outside eye, think wisely if the student is capable of fulfilling this service adequately.



You may choose to approach the faculty of the department to view your work. They are knowledgeable and available. If you plan to work with a coach from outside the department, please advise your choreography teacher. It is important to discuss how the various approaches to feedback will merge to assist you work.

COMMITMENT & PRE-PROFESSIONAL DEVELOPMENT

Students can be asked to participate in other students' work. These are very good opportunities to learn, grow and share. As you know or will discover, the student choreographer is facing a challenge with each new work. Your contribution is therefore not to be taken lightly whether you are choreographer or performer. Please be thoughtful and respectful. If you must miss rehearsals or abandon the project, communicate clearly with the person, giving advanced warning so that adjustments can be made.

All department projects will use professional-style letters-of-agreement to help clear communication and prepare you for professional work after university. You'll have more information about this in your classes.

PLAGIARISM

As you work closely with one another, it is inevitable that you will share similar ideas or be attracted to types of movements done by others. Imitation can be

part of the learning process (and also a certain form of flattery) but plagiarism violates artistic integrity. Students who feel that there is "theft of artistic property" may wish to discuss this with their teacher or with Michael Montanaro. It is not the fact of borrowing from others to learn how movement feels and looks. It is taking from others without acknowledging your sources that constitutes plagiarism.

Plagiarism is an offense at Concordia University. Students found guilty can be given a failing grade or be required to withdraw from that course. Please see the undergraduate calendar on regulations regarding cheating and plagiarism.

EQUIPMENT – AUDIO - VISUAL

Audio-Visual Department – You need your I.D. Card and a department authorization form to borrow equipment. There are different services at Loyola and the Hall Bldg. Ask them about lending policies and practical workshops on equipment use, editing, and other skills.

Loyola AV - 848-3466 Hall Bldg. AV - 848-3444

Contemporary Dance Department – Video-8 cameras, tape recorders, and some musical equipment are available. Bookings are made with Hilary. Equipment must not leave the building without approval. If you have problems with the equipment don't try to fix it. Leave it at the office with a note about the problem and experts will repair it.

LIBRARIES

Vanier Library (Loyola campus) houses the dance collection. You need your I.D. card to take out all materials. Retrieve reserved books at the Main Circulation desk. On the 2nd floor are Periodicals and Magazines, and the Media Lab with videos, music, microfilm and computer resources. Books are on the 3rd floor. Learn to use the library search systems accessible on-line and in the library. Take advantage of the many workshops offered. Un-returned materials and outstanding fines can jeopardize your graduation. After-hours drop-off boxes exist.



AVAILABLE SERVICES

These campus services offer students information, help, assistance and care. Others can be found in the University telephone directory or general student handbook. If you are having problems, or feel that your rights are being abused, speak with Michael Montanaro, who can help find you assistance.

Fine Arts Student Affairs (FASA)

Concordia University Students Association (CUSA)

Contemporary Dance Students Association (DSA)

Student Housing

Disabled (learning and physical) Students' Centre

Library Reference Office

Access to Computer Equipment

AVISTA/ Audio Visual

Radio Stations

Guidance

Financial Aid

Campus Ministry

Health Services

Sports Medicine Clinic

Ombudsman Office

Sexual Harassment Office

Women's Centre

Gay Rights Office

TEACHERS' PERFORMANCE WORK

Teachers have been advised that students in this department can not take part in their choreography until after graduation. This is to allow you greater autonomy in developing your own work and to set priorities for your projects.



DANCE DEPARTMENT TIMETABLES

FALL SEMESTER / WINTER SEMESTER

TJ 305

Times	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 10:30	DANC 210	DANC 210		DANC 210	DANC 210
10:45 - 12:45	DANC 200	DANC 320	DANC 200	DANC 320	DANC 200
3:15 - 5:15		DANC 230		DANC 230	

TJ 306

Times	Monday	Tuesday	Wednesday	Thursday	Friday
10:45 - 12:45	DANC 300		DANC 300		DANC 300

TJ 303

Times	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 - 10:30	DANC 410	DANC 410		DANC 410	DANC 410
10:45 -	DANC 400	DANC 420	DANC 400	DANC 420	DANC 400
1:15 - 2:45	DANC 310	DANC 310	DANC 310	DANC 310	

SHUTTLE BUS

There is a free shuttle bus service between the downtown and Loyola campuses from 8:00 a.m. to 11:00 p.m. Monday through Friday. Check at the bus stops for schedules. It leaves Loyola Campus outside the chapel on Sherbrooke St., picks up passengers at the Concave (Mechanical Engineering Research Facility) on St. Jacques St., and unloads outside the Henry F. Hall Building, Sir George Williams Campus, at Bishop and de Maisonneuve. It then picks up new passengers at the Hall Building and returns to Loyola.

